Video transcript below

Anna Temple: HR professionals increasingly find themselves having to present at events or speak to Boards and this can be very challenging. So what are some handy tips? Communications skills coach Dr. Gary Wohlman says that public speaking is all about maintaining a relationship with the audience and keeping yourself on track even when you sometimes lose the plot.

Dr. Gary Wohlman: What to do when you lose the plot, when you forget what to say. It's very embarrassing to say, "I forgot what to say. I can't find my notes, I lost the track of what to tell you". No one wants to look like that on stage. However, if I shift that to, "where are we going to go from here. Ah what I have been telling you is what I am telling you is, what I am going to be telling you is", that simple structure for any excellent speaker works beautifully.

When you are communicating with a large audience, look at one person in the eye who is giving you positive regard. If you don't know who else is looking at you, just sweep the audience with your eyes and attention like you are an orchestra conductor with your hands, your eyes and your body and you will see different groups of people seeing the room like a pie that you can slice into different elements, 2 or 3 slices and therefore when I make a key point in one area and finish and then make another key point in another area, I am always having my eyes on someone who is making contact with me.

Dr. Gary Wohlman: Whether they are a CEO or Managing Director , someone who is in charge of the human resources professional of a certain department doesn't matter, as long as they are able at this stage to be able to say, "one of the most difficult questions that I am often asked is" and then they answer it on stage before someone uses their firing to attack them. So it takes away the attack by being able to preview the questions that one would otherwise be afraid to be asked. It also gives them a greater command of speaking.

Anna Temple: This is Anna Temple reporting for HC Online.